

Pre-Implementation Process:

1. Intro call with client and Brek to review project, Q&A, pricing.
2. "Data Types Checklist" scoping document is confirmed to BrekGroup.
 - Proposal sent and deposit received
3. Implementation Start call with Brek & Will Marcy, our implementation manager.
 - Review project scope and introduction to Implementation manager.
 - Confirm expectations / process / time frame.

Implementation Process:

1. Data Extraction: (couple days)

1. We extract requested data types using client credentials.
2. Keri emails a confirmation of extracted items and date ranges found.
3. If Documents are part of your project, Keri will remind you to obtain them for us.

2. Data Processing: (approximately 16 weeks*)

1. We collate all of the data extracted into a unified data set.
2. Data typically outputs in multiple unstructured formats.
3. Check history is the first data type to be completed. This typically occurs about ten weeks after extraction. Now we add all the other data types to the check history.
4. We then load your completed data set into your new software "The Universal History Viewer".

3. Deployment: (a day)

1. Will will email client to expect to hear from our installer within a week.
2. Mike or Jonathan will install the History Viewer on your workstations / server, etc. Configure each and train your staff. Training is quick and easy ~ 15 minutes.
3. Project is complete. Your team now has 24/7/365 secure access you all your HR data, forever!

* Processing time varies based on many factors see proposal for more details
